

ENTERPRISE HUMAN RESOURCE AND PAYROLL (EHRP) SYSTEM

Assessment of NIH Current (IMPACT) and Future (EHRP) Workflow Process

Joint Staff Meeting

December 17, 2001

WHAT IS THE ISSUE?

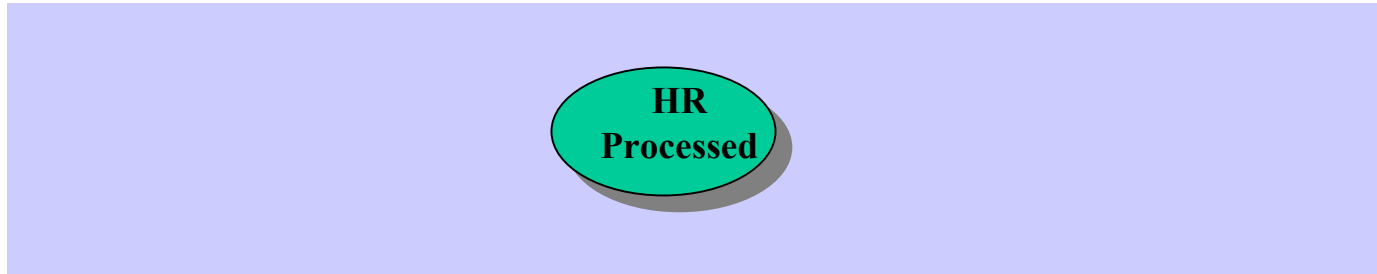
- It is necessary to review, at a high level, how workflow currently works in IMPACT at NIH so we can understand how this will affect certain aspects of EHRP:
 - Workflow/routing of personnel actions
 - Training
 - Security
- Some workflow processes may need to be adjusted to ensure that NIH can meet its needs within the parameters of EHRP as determined by the PSC.

WHY DOES NIH NEED TO BE CONCERNED ABOUT THIS ISSUE?

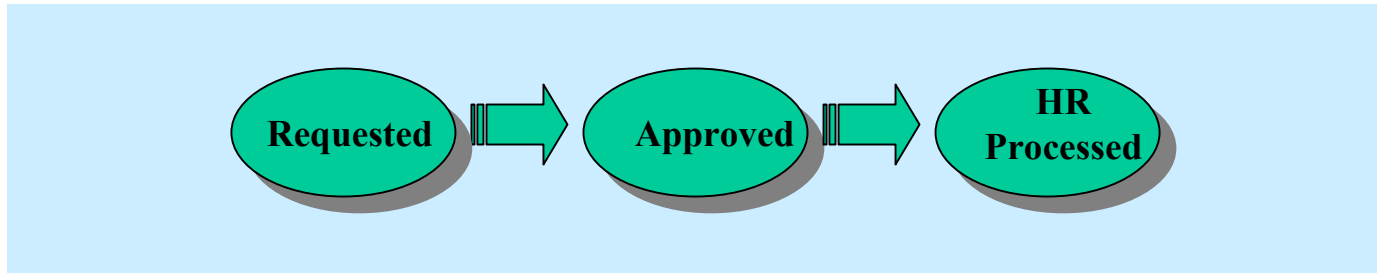
- Workflow Roles Delivered in PeopleSoft:
 1. Initiated/Requested
 2. 1st Authorization
 3. 2nd Authorization
 4. Approved/Signed
 5. HR (SPO final “sign off)
- The PSC has determined there will be 3 EHRP workflow options:
 - 1 Step
 - 3 Steps
 - 5 Steps
- This represents a significant change as IMPACT allows for additional roles in workflow

EHRP WORKFLOW OPTIONS

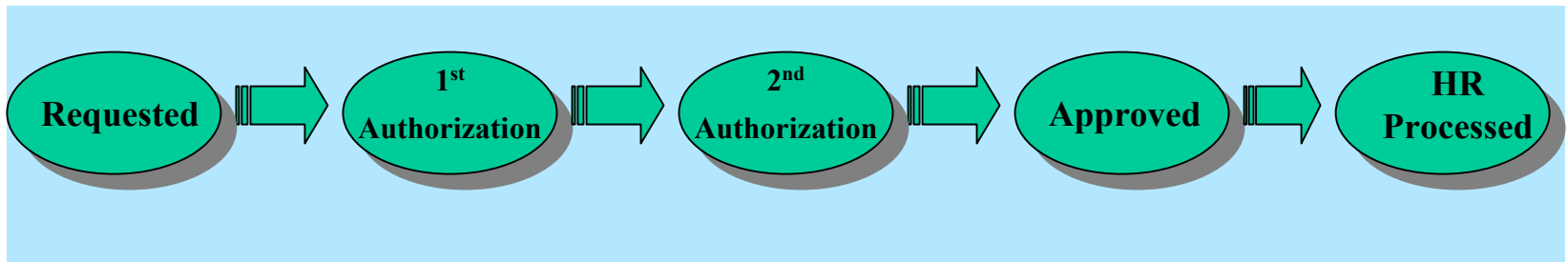
OPTION 1



OPTION 2



OPTION 3



HOW SHOULD WE ADDRESS THIS ISSUE?

- Document Current Workflow in IMPACT:
 - Identify who (e.g., AO, supervisor, HR) is involved in workflow
 - Determine what aspects of the workflow are performed manually vs. electronically using IMPACT
 - Indicate the role (e.g., review, approve) each person plays in the process
- Document “To Be” Processes in EHRP:
 - Keeping the HR Transition in mind, document how workflow will be handled in PeopleSoft
 - Identify who (e.g., AO, supervisor, HR) will be involved in workflow
 - Determine which aspects of the process will be performed manually vs. electronically using EHRP
 - Indicate the role (e.g., review, approve) each person plays in the process
 - Compare the “As Is” and “To Be” processes to identify any aspects of the process that need to be adjusted
 - As NIH’s HR Transition effort evolves, we may need to reassess how workflow is handled

WHAT ARE THE NEXT STEPS?

- We need each Personnel Office to describe their current IMPACT workflow process using the template on slide 7 (electronic copy to be provided)
- Completed templates should be submitted to Jan Maltbie by January 7
- Because the NIH HR Transition has implications for EHRP workflow, the NBRSS Project Team will work with appropriate OHRM staff to determine “to be” workflow process under the “one SPO” concept
- Based on the results of the analysis of the “As Is” workflow process, the NBRSS Project Team will work with the HR community to develop the EHRP “To Be” workflow processes

SAMPLE: LEVEL 3 IMPACT WORKFLOW:

Role	Task	Signature	Process
Requesting official	Request personnel action		M
AO	Create paper SF-52		M
Requesting Official	Review paper SF-52	Yes	M
Approving Official	Review and approve paper SF-52	Yes	M
Budget Specialist	Clear budget	Yes	M
EEO Officer	Clear EEO and send to Personnel Office	Yes	M
HR Assistant	Create and work action in IMPACT level 3		I
HR Specialist	Clear classification/position management in IMPACT level 3	Yes	I
HR Specialist	Clear recruitment/staffing in IMPACT level 3	Yes	I
HR Assistant	Review and Pre-Authorize Action in IMPACT level 3		I
HR Assistant	Print IMPACT SF-52		I
HR Supervisor	Review and concur in personnel action	Yes	M
Personnel Officer	Review and approve personnel action	Yes	M
SPO Specialist	Authorize action in IMPACT level 3		I
SPO Specialist	Transmit IMPACT action(s)		I
SPO Specialist	Retrieve SF-50(s)		I

M = Manual (any process outside IMPACT such as paper form, email message, etc.)

I = IMPACT is used to perform the task or route the action